USAJOBS

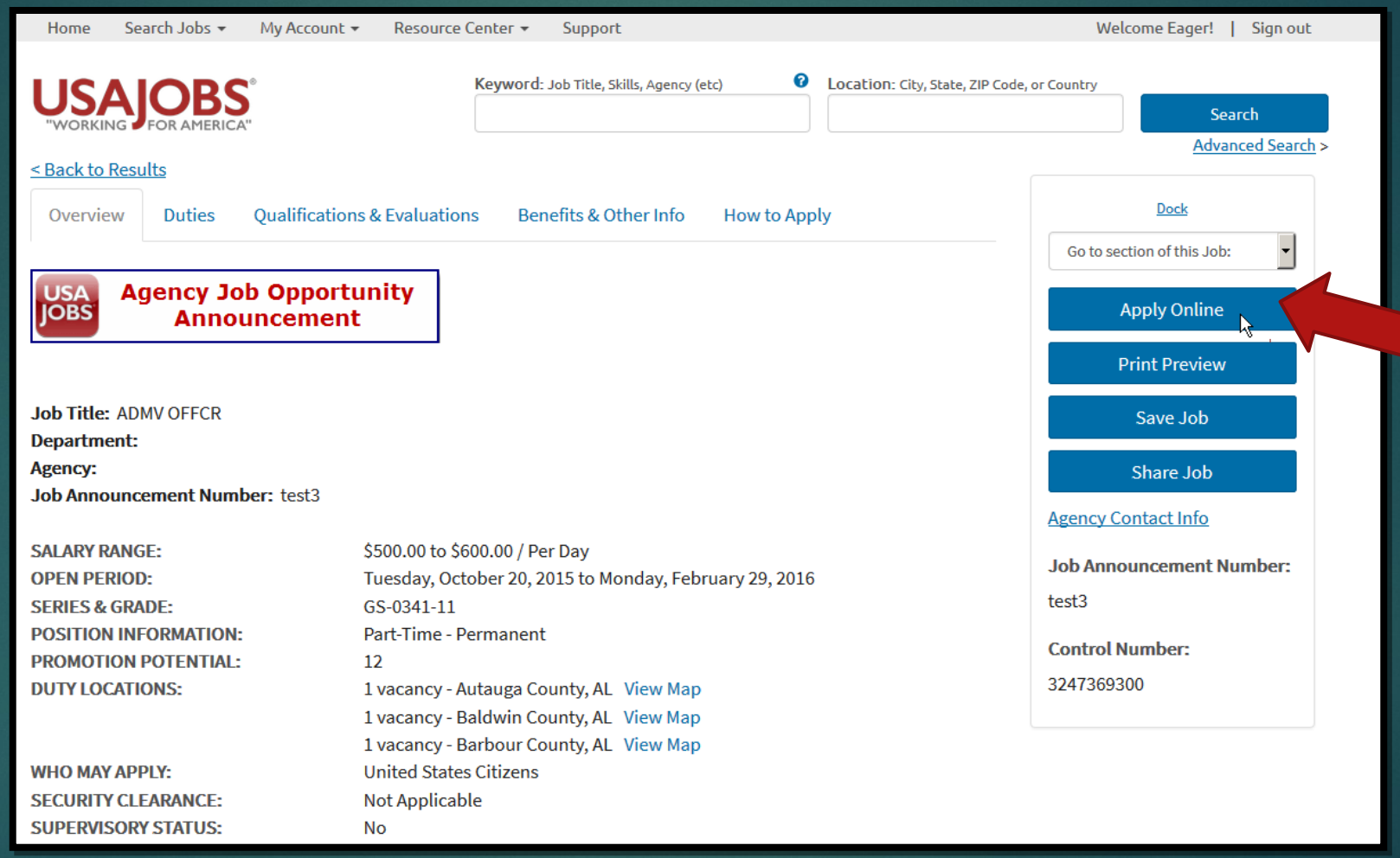
THE NEW AND IMPROVED APPLICANT EXPERIENCE

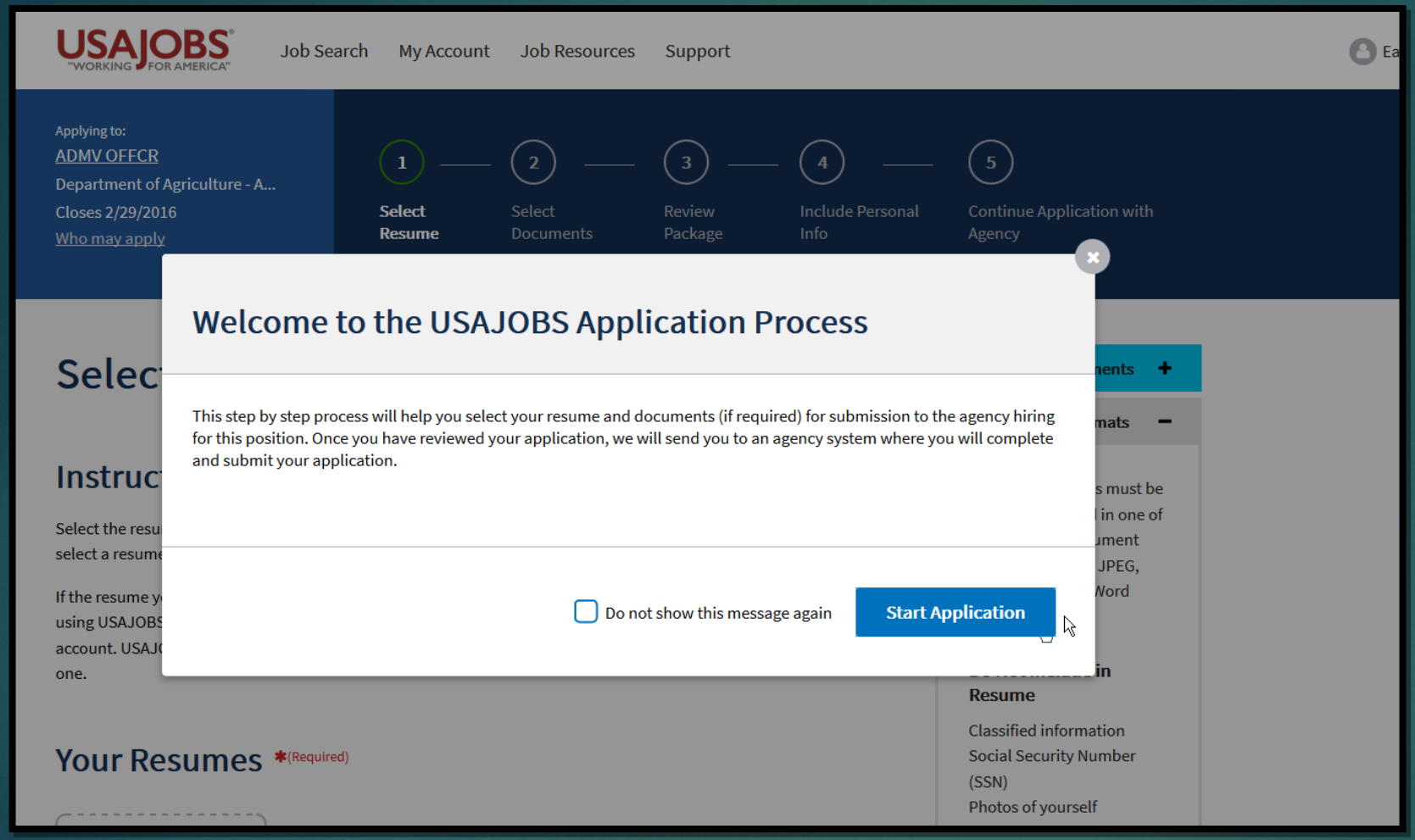
FEBRUARY 2016

Summary of Changes

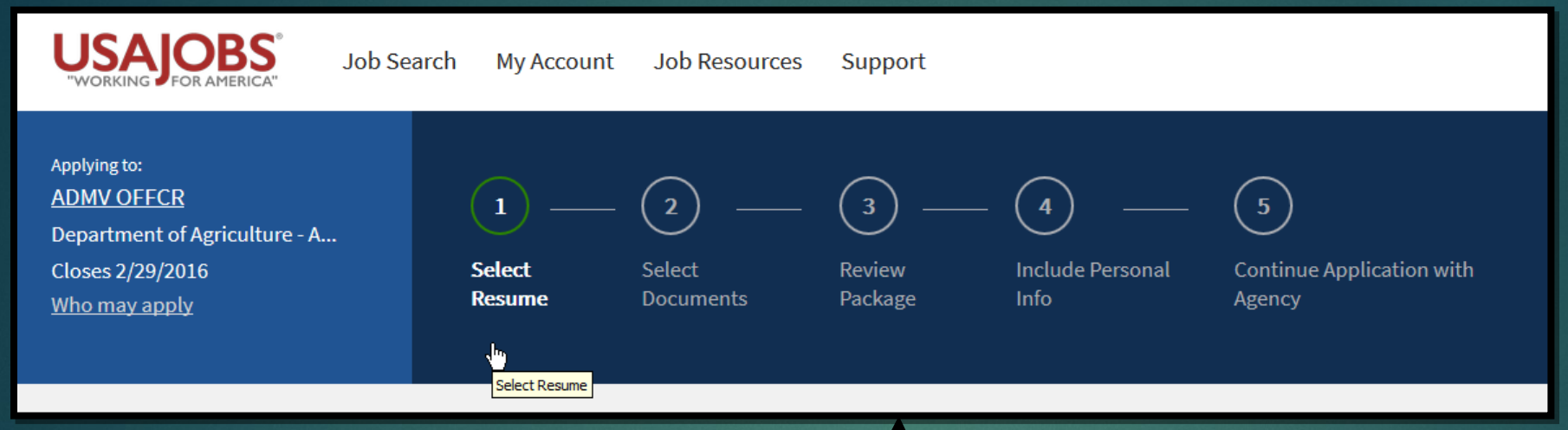
- Changes to the look and feel, consistent with USDS Web Design Standards
- Simplifies the process into step by step features
- Visual progress bar highlighting current application step
- Improved data entry through increased use of dropdown/selectable items and auto-population of data elements (for example, applicant enters a zip code and the system auto populates State and Town)
- Improved process transparency about the transition from USAJOBS to the agency talent acquisition system (i.e., USA Staffing)
- Easy access to reference information relevant to the current application stage
  - Link back to JOA (opens in another window)
  - Pulls JOA language to the application screen for reference (for example, documents required)

Step 1: Select “Apply Online” from within a job opportunity announcement




USAJOBS
"WORKING FOR AMERICA"
Job Search
My Account
Job Resources
Support
Applying to:
ADMV OFFCR
Department of Agriculture - A...
Closes 2/29/2016
Who may apply
1 Select Resume
2 Select Documents
3 Review Package
4 Include Personal Info
5 Continue Application with Agency
Welcome to the USAJOBS Application Process
This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application.
Do not show this message again
Start Application
Your Resumes
(Required)
Resume
Classified information
Social Security Number (SSN)
Photos of yourself

Applicants will see a pop-up message introducing the new application process



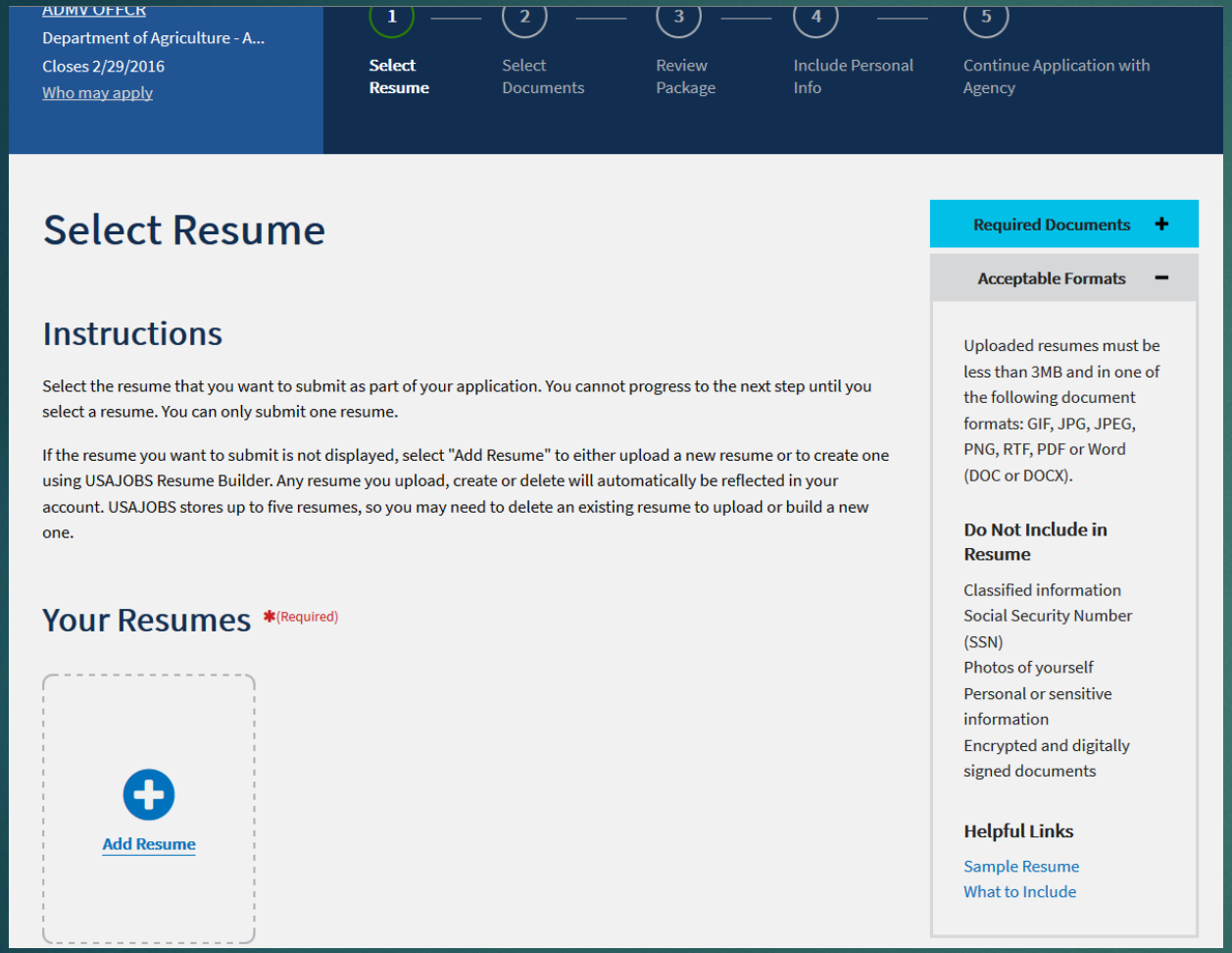
Every page displays a progress banner.

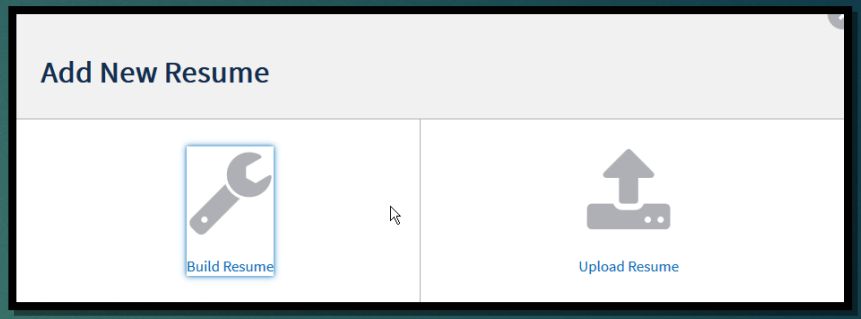
JOA position title, agency, and closing date. Clicking on the position title will return the applicant to the top of the JOA. The "Who may apply" link sends the applicant to the Who May Apply section of the JOA.

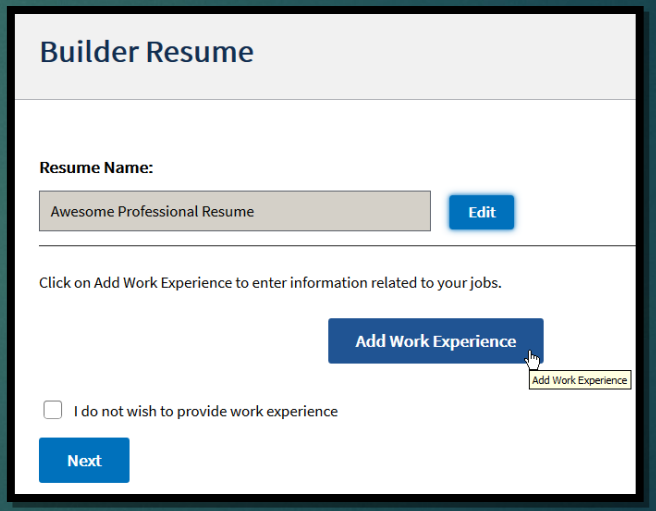
This box displays the steps in the USAJOBS portion of the application process, highlighting the applicant's current status.

Reminder: All federal applicants begin the application process in USAJOBS and finish the process in the agency's talent acquisition system (i.e., USA Staffing). These first five steps are common to all federal applications; the rest of the process will vary according to the agency's talent acquisition systems requirements.

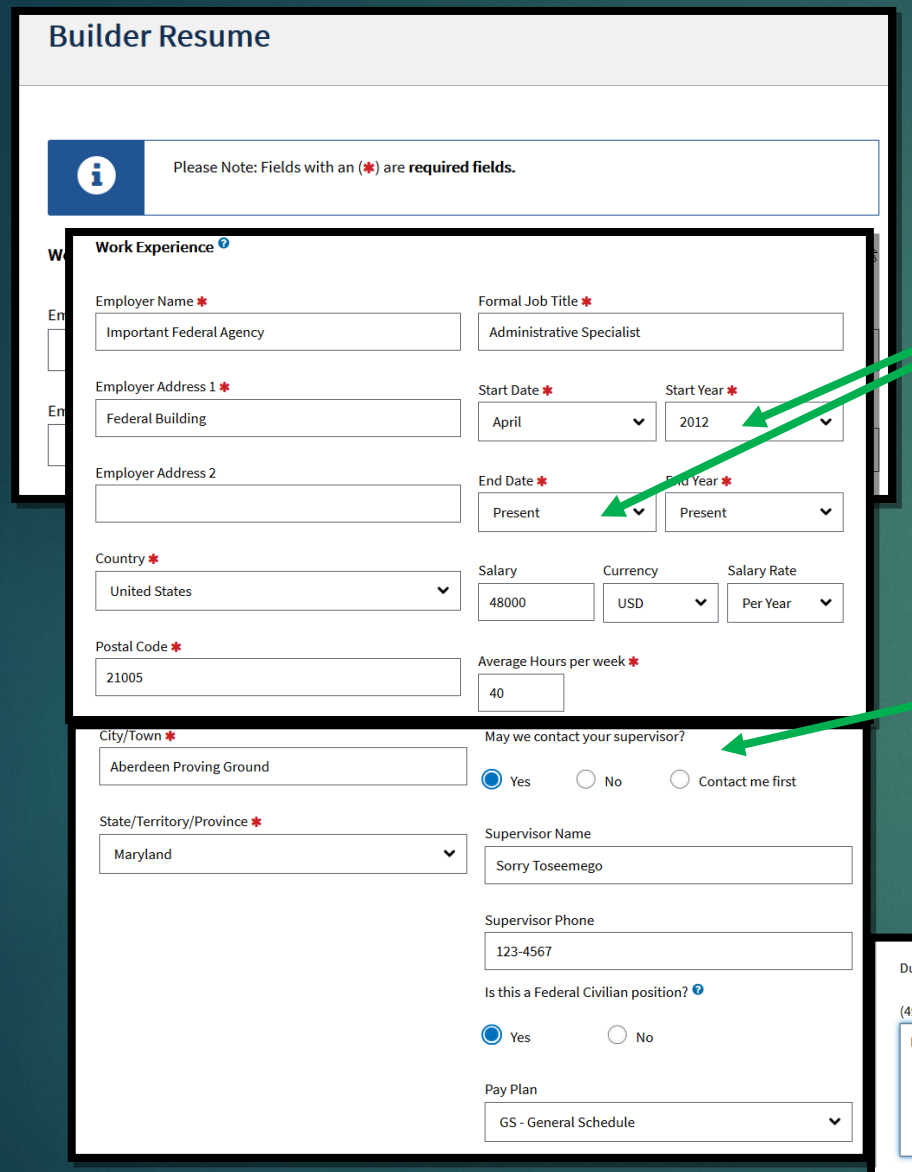
Step 1: Select Resume


ADMV OFFCR
Department of Agriculture - A...
Closes 2/29/2016
Who may apply
1 Select Resume
2 Select Documents
3 Review Package
4 Include Personal Info
5 Continue Application with Agency
Select Resume
Instructions
Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.
If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.
Your Resumes *(Required)
Add Resume
Required Documents +
Acceptable Formats −
Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).
Do Not Include in Resume
Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents
Helpful Links
Sample Resume
What to Include



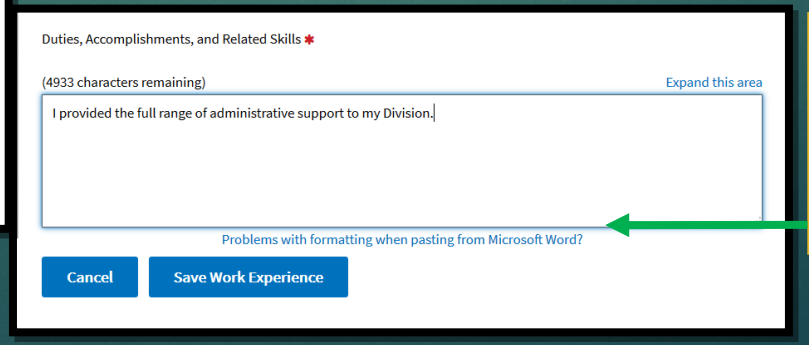


Resume Builder Upgrade: Experience

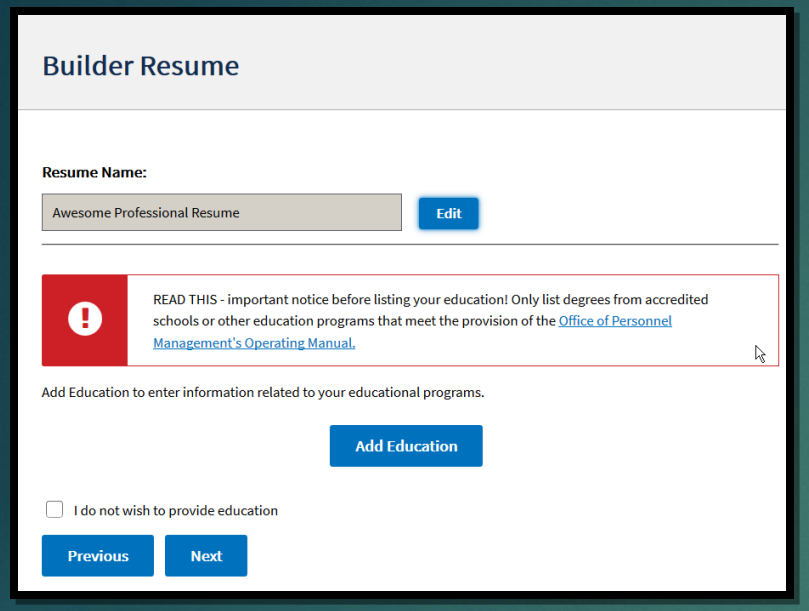


Where possible, information may be selected from a dropbox.

Some fields display based on responses to other questions. For example, the supervisor name and phone number fields only display if the applicant indicates willingness for the supervisor to be contacted.


Duties, Accomplishments, and Related Skills *
(4933 characters remaining)
Expand this area
I provided the full range of administrative support to my Division.
Problems with formatting when pasting from Microsoft Word?
Cancel
Save Work Experience

The resume builder links to USAJOBS help screens for additional information or assistance. Help opens in a new window.


Builder Resume
Resume Name:
Awesome Professional Resume
Edit
READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the Office of Personnel Management's Operating Manual.
Add Education to enter information related to your educational programs.
Add Education
I do not wish to provide education
Previous
Next

For all address fields, entering the zip code populates the state and city/town.

Education

School or Program Name *: University of the South

Major: Philosophy

Country *: United States

Minor:

Postal Code *: 37375

GPA: 3.8

of GPA Max.: 4.0

City/Town *: Saint Andrews

Total Credits Earned: 120

State/Territory/Province *: Tennessee

System for Awarded Credits: (•) Semester Hours ( ) Quarter Hours ( ) Continuing Education Units

Degree/Level Attained *: Bachelor's Degree

Degree/Level Clarifications

Honors: Cum Laude

Completion date: May 2005

Relevant Coursework, Licensures, and Certifications

Builder Resume

Resume Name:

Awesome Professional Resume | Edit

Click on Add Reference to add a professional or personal reference. You may have up to 5 references.

Add Reference

You cannot add References because you have indicated that you do not wish to provide them.

☑ References available upon request

Previous | Next | Finish

Other resume sections are available for selection by the applicant.

The resume built in this demonstration is below.

Print Resume

Eager Jobseeker
12345 My Neighborhood
Aberdeen Proving Ground, MD 21005 US
DSN: 458-1
Email:

Availability:
Job Type: Permanent, Temporary, Term, Detail, Seasonal, Summer, Presidential Management Fellows, Recent Graduates, Multiple Appointment Types, Intermittent, Internships, Telework
Work Schedule: Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, Multiple Schedules

Work Experience:
Important Federal Agency
Federal Building
Aberdeen Proving Ground, MD 21005 United States

04/2012 - Present
Salary: 48,000.00 USD Per Year
Hours per week: 40
Series: 0301 **Pay Plan:** GS **Grade:** 11
Administrative Specialist (This is a federal job)
Duties, Accomplishments and Related Skills:
I provided the full range of administrative support to my Division.
Supervisor: Sorry Toseemego (123-4567)
Okay to contact this Supervisor: Yes

Education:
University of the South Saint Andrews, TN United States
Bachelor's Degree 05/2005
GPA: 3.8 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Philosophy **Honors:** Cum Laude

References:
References available upon request

Builder Resume

Resume Name:

Awesome Professional Resume | Edit

Job Related Training

Add Job Related Training

Language Skills

Add Language

Organizations/Affiliations

Add Affiliation

Professional Publications

Add Publication

Additional Information

Add Information

Previous | Finish

Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes *(Required)

Awesome P... Resume
Built 2/1/2016
View | Edit | Delete

EJ Resume
Uploaded 2/1/2016
View | Delete

Add Resume

Required Documents +

Acceptable Formats −

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents

Helpful Links

Sample Resume
What to Include

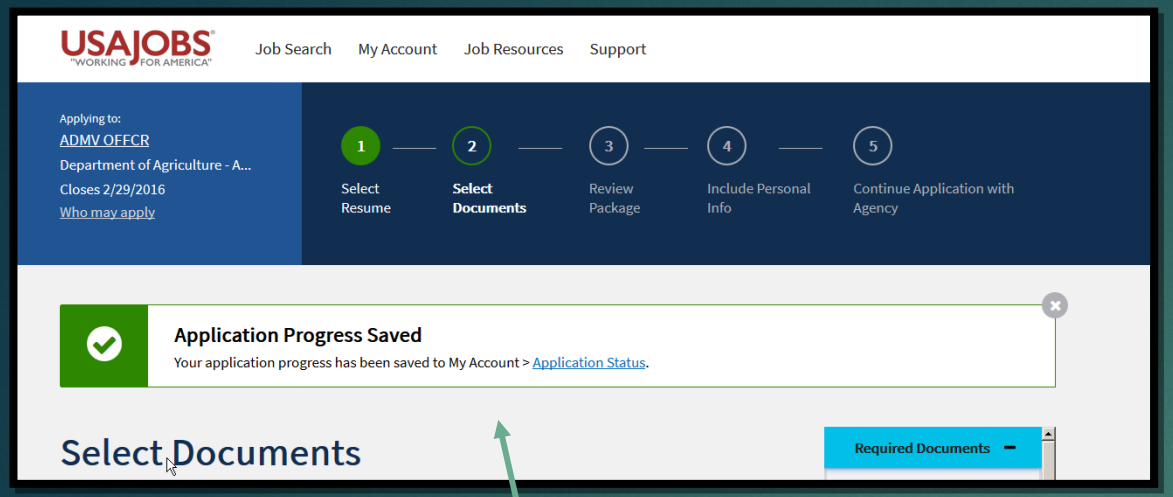
Once a resume is built (or uploaded to the USAJOBS account) it will appear on the Select Resume page of the application process.

Applicants can see which resumes were built in the USAJOBS resume builder, and which were uploaded.

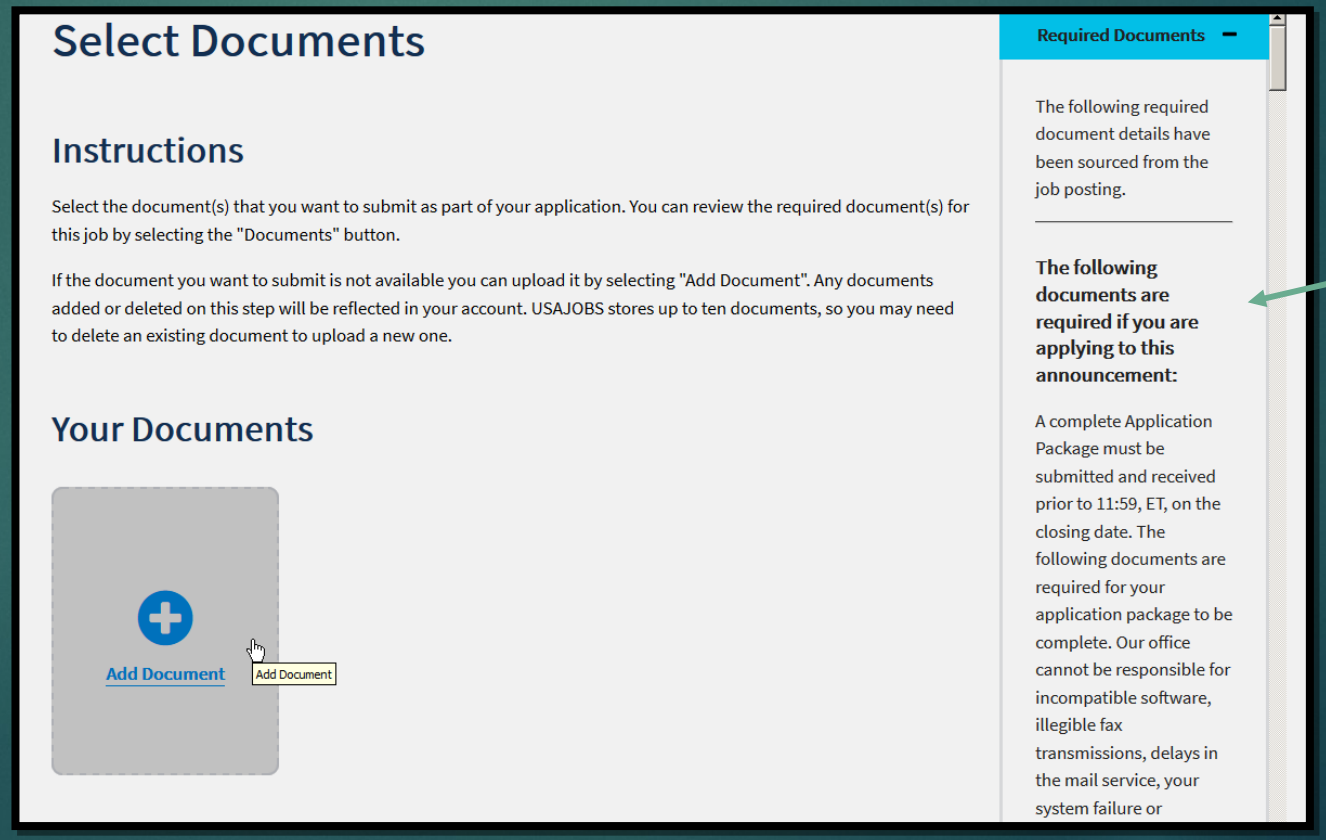
Applicants select ONE resume to submit as part of their application.

Note the first item under "Do Not Include in Resume" is Classified Information!

Step 2: Select Documents



Applicants are given a visual cue their application progress has been saved.


Select Documents
Instructions
Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.
If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.
Your Documents
Add Document
Add Document
Required Documents
The following required document details have been sourced from the job posting.
The following documents are required if you are applying to this announcement:
A complete Application Package must be submitted and received prior to 11:59, ET, on the closing date. The following documents are required for your application package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, your system failure or

Required documents language from the job opportunity announcement

Select Documents

Instructions

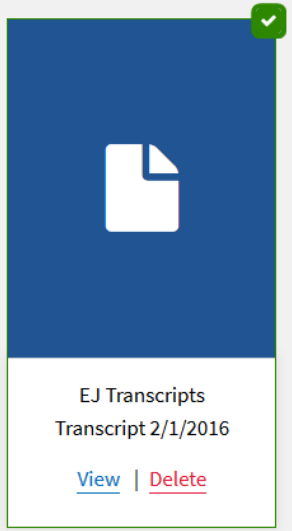
Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

EJ SF-50
SF-50 2/1/2016

View | Delete



EJ Transcripts
Transcript 2/1/2016

View | Delete

Add Document

Required Documents +

Acceptable Formats −

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

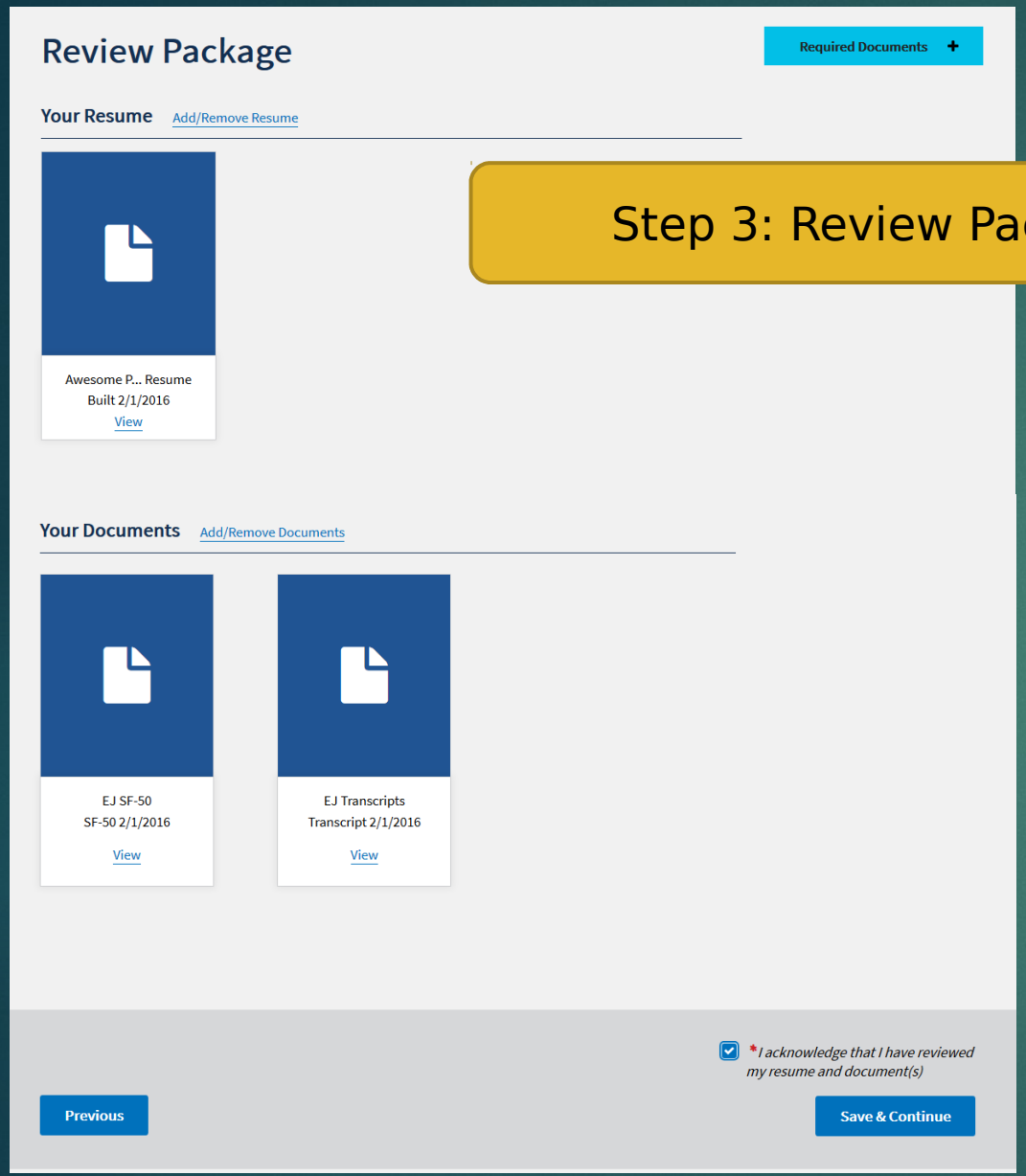
Do Not Include in Resume

Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents

Helpful Links

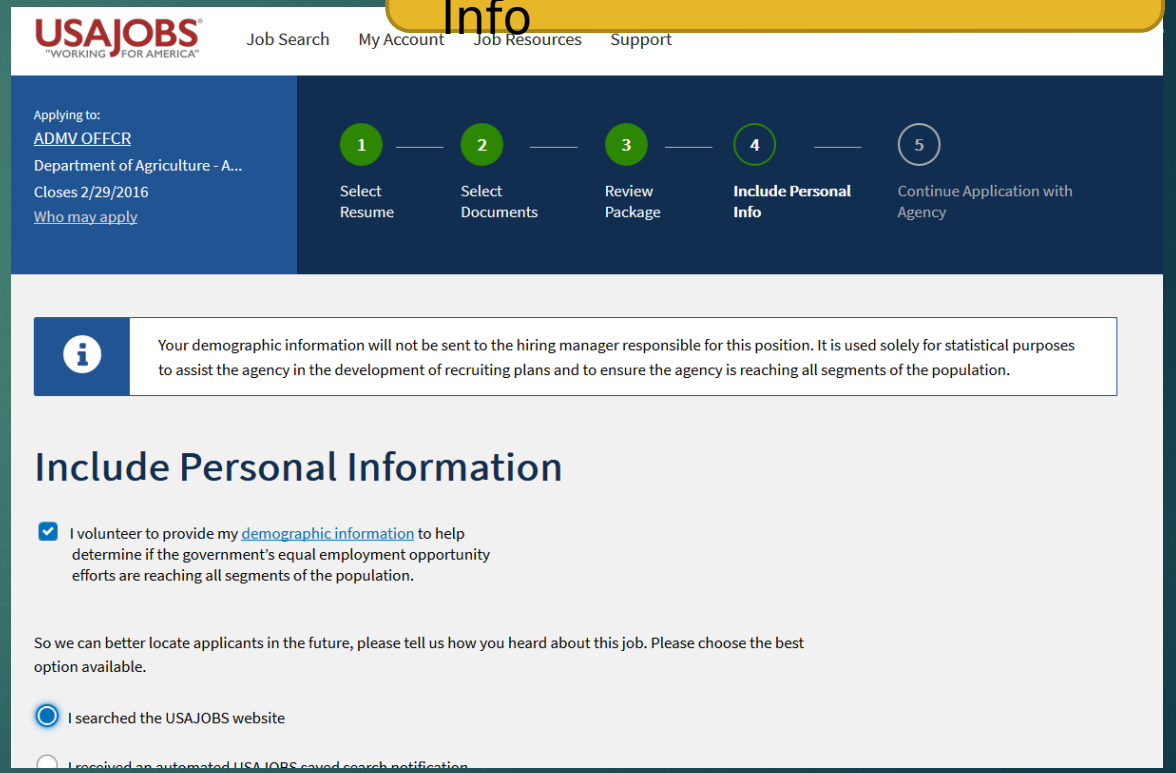
Sample Resume
What to Include

- USAJOBS stores up to 10 documents
- One, some, or all documents can be attached to an application
- Documents are identified by the date uploaded so applicants can select the most recent version
- Applicants can view the document prior to attaching to the application



Step 3: Review Package

Step 4: Include Personal Info


USAJOBS
"WORKING FOR AMERICA"
Job Search
My Account
Job Resources
Support
Applying to:
ADMV OFFCR
Department of Agriculture - A...
Closes 2/29/2016
Who may apply
1 Select Resume
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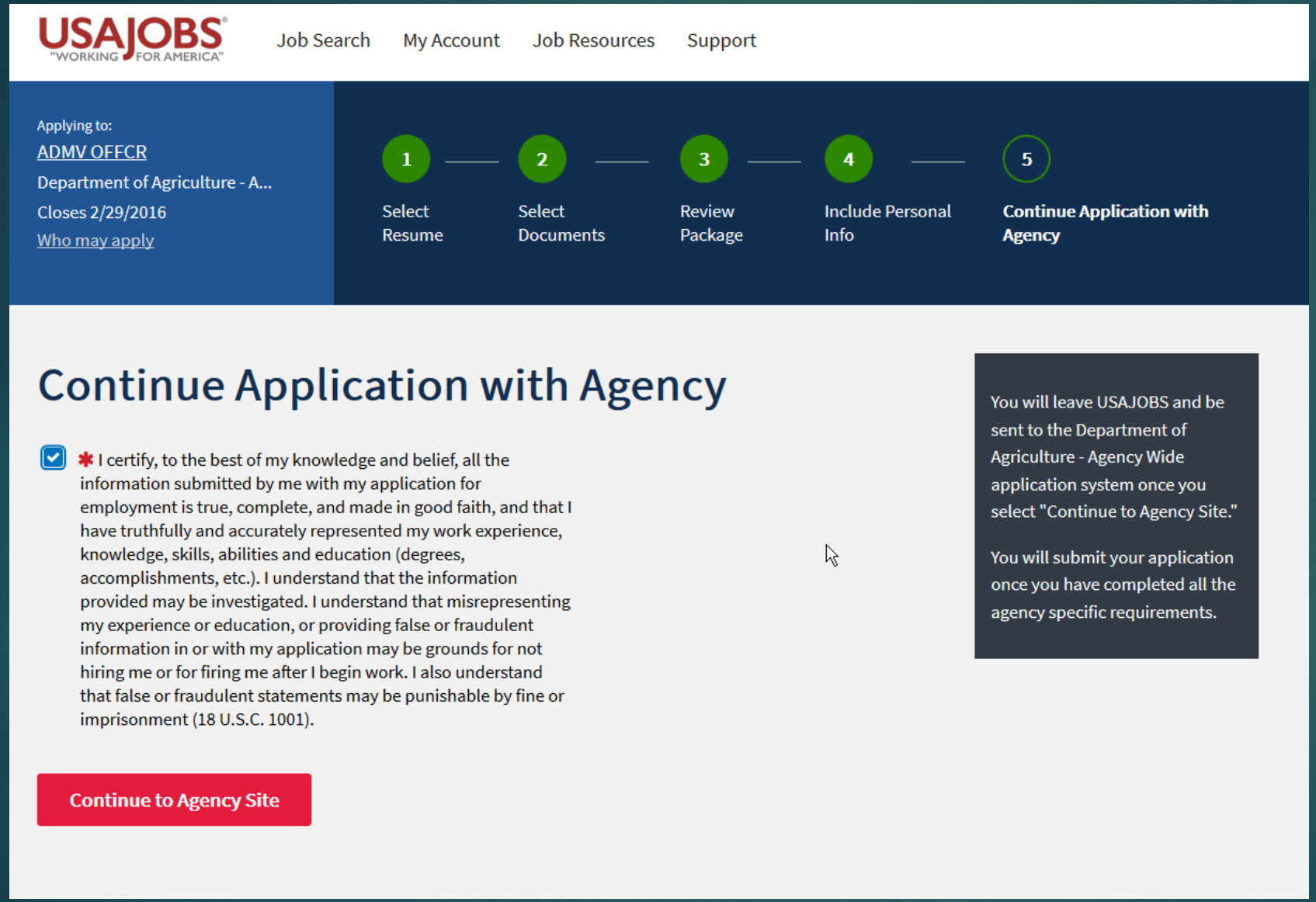
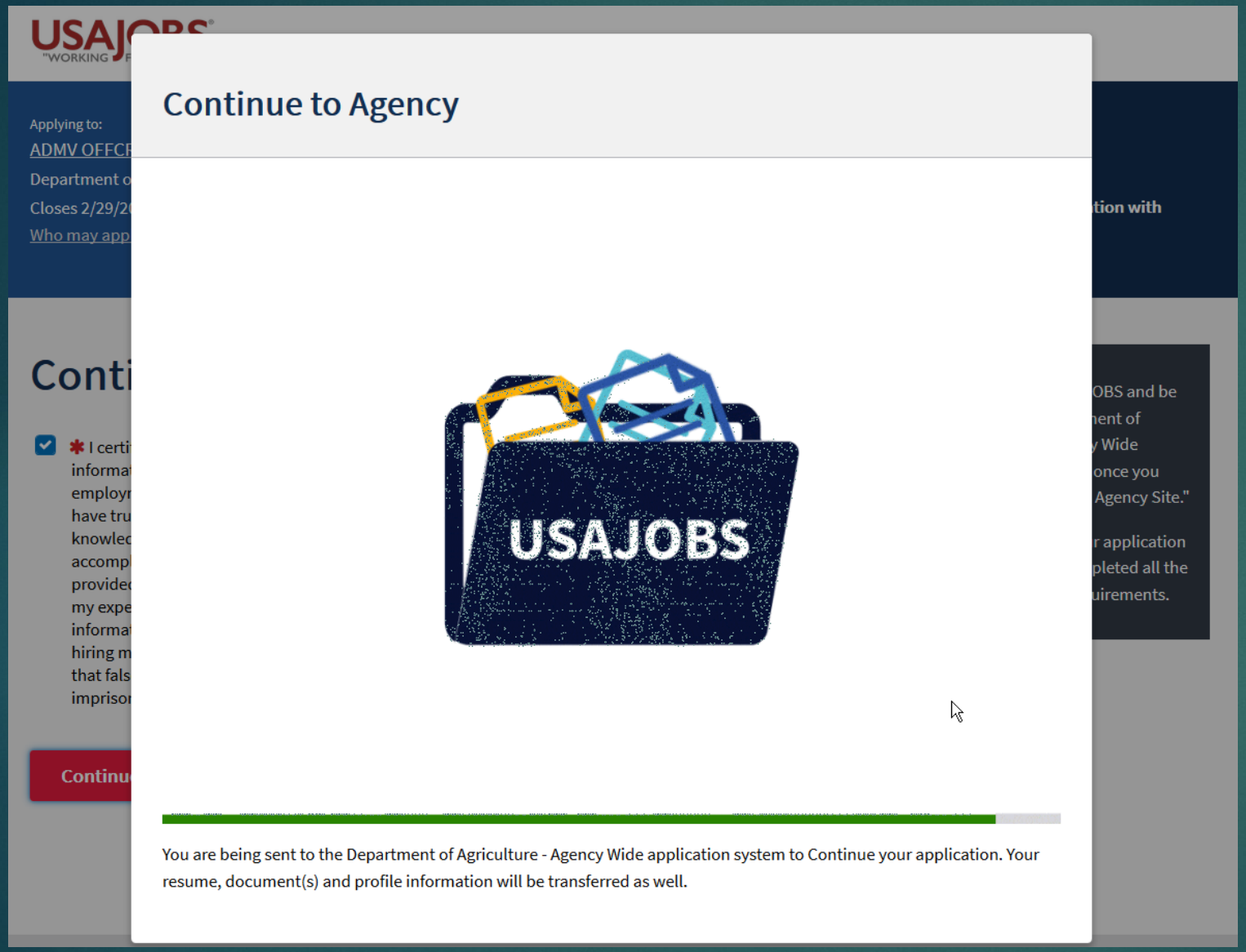
5 Continue Application with Agency
Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population.
Include Personal Information
I volunteer to provide my demographic information to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.
So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.
I searched the USAJOBS website


USAJOBS
"WORKING FOR AMERICA"
Job Search
My Account
Job Resources
Support
Applying to:
ADMV OFFCR
Department of Agriculture - A...
Closes 2/29/2016
Who may apply
1
Select Resume
2
Select Documents
3
Review Package
4
Include Personal Info
5
Continue Application with Agency
Continue Application with Agency
* I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).
Continue to Agency Site
You will leave USAJOBS and be sent to the Department of Agriculture - Agency Wide application system once you select "Continue to Agency Site."
You will submit your application once you have completed all the agency specific requirements.

Step 5: Continue Application with Agency


Continue to Agency
USAJOBS
You are being sent to the Department of Agriculture - Agency Wide application system to Continue your application. Your resume, document(s) and profile information will be transferred as well.

Transfer to agency talent acquisition system….with progress bar and a visual cue which includes flying application documents…..